

2017/18 Academic School Year

Annual Non-Traditional Limited Purpose Private School Approval Documentation Checklist

School Name _____

The annual Non-Traditional Limited Purpose Private School approval **requires** that your school's organizational and staff data is complete in NEO's Maine Schools and Staff modules, prior to submitting the following documentation. For more information please visit

<http://www.maine.gov/doe/schoolapproval/privateschoolapproval/index.html>.

- ☐ State of Maine Incorporation document. (Part I, 12)
- ☐ Documentation that a fire and safety inspection has been conducted by the Fire Marshal or the local fire department within the last five years. (Part II, 1, a.)
- ☐ Documentation that the school's HVAC system and/or boilers have been inspected within the last 12 months. (Part II, 1, b and/or c) MRSA 20-A, section 6302
- ☐ Copy of the Comprehensive All-hazards Emergency Management Plan. (Part II, 1, d.) MRSA 20-A, section 1001 (16)
- ☐ Copy of Department of Health & Human Services current annual (kitchen, child care facility, etc.) license, permit, or inspection results. (Part II, 1, e & g)
- ☐ Copy of annual water test if the facility is not on a municipal water service (Part II, 1, f)
- ☐ Copy of policy statement regarding student immunizations (Part II, 2, a.) MRSA 20-A, section 6359
- ☐ Copy of a 2016/17 agreement for the services of designated school health advisor or school nursing services. (Part II, 2, b) MRSA 20-A, section 2907 G
- ☐ Copy of policy statements regarding administration of medications, including the requirement that unlicensed staff receives training prior to administering medications. (Part II, 2, c.) MRSA 20-A, section 254 (5)
- ☐ Copy of policy statements regarding vision and hearing screening, if applicable. (Part II, 2, d) MRSA 20-A, section 6451
- ☐ Protocol for Management of Students with Life Threatening Allergies (Part II, 2, f) MRSA 20-A, section 6305
- ☐ Policy for the Management of Concussive and Other Head Injuries, private schools with 60%+ public only (Part II, 2, g) MRSA 20-A, section 254
- ☐ Physical Restraint and Seclusion Policy (Part II, 2, e)
- ☐ Education Plan (Part III, 1) MRSA 20-A, section 2907, (B)
- ☐ Instructional Time (Part III, 2) MRSA 20-A, section 2907, (D)
- ☐ Program of Study (Part III, 3) MRSA 20-A, section 2907, (C)
- ☐ Testing/Evaluation (Part III, 4) MRSA 20-A, section 2907, (C)

RETURN ELECTRONICALLY WITH ALL DOCUMENTATION ATTACHED TO:

School Approval Consultant. SchoolQuestions.DOE@maine.gov. Electronic submission attestations must be mailed to the address below.

OR

RETURN ORIGINAL AND ACCOMPANYING DOCUMENTATION TO:

Maine Department of Education, 23 State House Station, Augusta, ME 04333-0023